

## HICAP BUDGET SUMMARY

BUDGET PERIOD:		[ ] ORIGINAL [ ] AMENDMENT NO.:			CONTRACT NO.:		DATE:	PSA NO.:
COST CATEGORY	Col (a)	Col (b)	Col (c)	Col (d)	Col (e)	Col (f)	Col (g)	
	STATE AND FEDERAL (SHIP) FUNDS ONLY				OTHER FUNDING		TOTAL	
	AAA Admin	Direct Service	Contracted Service	TOTAL Columns (a,b,c)	Program Income	Other Funding	TOTAL All Funds Columns (d,e,f)	
<b>AAA ADMINISTRATION</b>								
Personnel								
Operating Expenses								
Indirect Admin								
<b>TOTAL ADMINISTRATION</b>								
<b>HICAP PROGRAM</b>								
HICAP Reimbursements Program								
HICAP Reimbursements MMA State Funds								
HICAP Fund Program								
HICAP Fund MMA State Funds								
HICAP SHIP Funds								
HICAP MMA Supplemental SHIP Funds								
<b>TOTAL HICAP PROGRAM</b>								
<b>TOTAL BUDGET</b>								
FOR STATE USE ONLY								
Fiscal Specialist Approval			Date	Team Coach Verification			Date	

HICAP Legal Representation Services are provided [W&I Code, Section 9541 (c) (3)]

[ ] Yes Amount Budgeted:\$ \_\_\_\_\_

## AAA ADMINISTRATION BUDGET NARRATIVE

BUDGET PERIOD:	[ ] ORIGINAL [ ] AMENDMENT NO.:	CONTRACT NO.:	DATE:	PSA NO.:
<b>PERSONNEL</b>		(a)	(b)	(c)
Position Classification:		Annual Wage Rate	% of Time Devoted	<b>TOTAL</b>
<b>TOTAL SALARIES &amp; WAGES</b>				
STAFF BENEFITS				
<b>TOTAL PERSONNEL</b>				
<b>OPERATING EXPENSES</b>			Rate per Square Ft.	
Annual Rent				
Equipment (List):	Quantity	Unit Price		
Travel:				
Other Operating Expenses (List):				
<b>TOTAL OPERATING EXPENSES</b>				
INDIRECT ADMIN				
<b>TOTAL ADMINISTRATION</b>				

## HICAP DIRECT SERVICES BUDGET NARRATIVE\*

BUDGET PERIOD:	[ ] ORIGINAL [ ] AMENDMENT NO.:	CONTRACT NO.:	DATE:	PSA NO.:
<b>PERSONNEL</b>		(a)	(b)	(c)
Position Classification:		Annual Wage Rate	% of Time Devoted	<b>TOTAL</b>
<b>TOTAL SALARIES &amp; WAGES</b>				
STAFF BENEFITS				
<b>TOTAL PERSONNEL</b>				
<b>OPERATING EXPENSES</b>			Rate per Square Ft.	
Annual Rent:				
Equipment (List):	Quantity	Unit Price		
Travel:				
Other Operating Expenses (List):				
<b>TOTAL OPERATING EXPENSES</b>				
INDIRECT COSTS				
<b>TOTAL DIRECT SERVICES</b>				

\* - Budget Direct expenses from all funding sources, including MMA Supplemental funds.

HICAP CONTRACTED SERVICES SCHEDULE\*

BUDGET PERIOD:		<input type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT NO.:			CONTRACT NO.:		DATE:		PSA NO.:
	(a) HICAP Reimbursements Program	(b) HICAP Reimbursements MMA State Funds	(c) HICAP Fund Program	(d) HICAP Fund MMA State Funds	(e) HICAP SHIP Funds	(f) HICAP MMA Supplemental SHIP Funds	(g) Program Income	(h) Other Funding	(i) <b>TOTAL CONTRACTED SERVICES</b>
Contractors									
Name:									
Address:									
Telephone:									
Contact Person:									
Name:									
Address:									
Telephone:									
Contact Person:									
Name:									
Address:									
Telephone:									
Contact Person:									
Name:									
Address:									
Telephone:									
Contact Person:									
<b>TOTAL HICAP CONTRACTED SERVICES</b>									

\* - Budget Contracted expenses from all funding sources, including MMA Supplemental funds.

## HICAP MEDICARE MODERNIZATION ACT (MMA) SCHEDULE\*

BUDGET PERIOD:	[ ] ORIGINAL [ ] AMENDMENT NO.:	CONTRACT NO.:		DATE:	PSA NO.:	
COST CATEGORIES	(a) Direct MMA State Costs	(b) Contracted MMA State Costs	(c) TOTAL MMA STATE COSTS	(d) Direct MMA Supplemental SHIP Costs	(e) Contracted MMA Supplemental SHIP Costs	(f) TOTAL MMA SUPPLEMENTAL SHIP COSTS
<b>PERSONNEL</b>						
Salaries & Wages						
Staff Benefits						
<b>TOTAL PERSONNEL COSTS</b>						
<b>OPERATING EXPENSES</b>						
Rent						
Equipment:						
Purchases/Maintenance						
Computers (include Notebooks)						
Travel:						
Training						
Non-Training						
Other Operating Expenses						
Training:						
Registration Fees						
Materials/Printing						
Printing/Non-Training						
Utilities						
Postage						
Supplies						
General Expense/Insurance/Accounting Services						
Communications						
Advertising/Promotions						
Internet Access						
Consultants						
Volunteer Recognition						
InfoVan Operation Costs						
MIS Database & Software License Fees						
Other:						
<b>TOTAL OPERATING EXPENSES</b>						
<b>INDIRECT COSTS</b>						
<b>TOTAL MMA COSTS</b>						

\* - Budget Direct and Contracted expenses from MMA funds only. This is not a separate budget page for MMA. Include these expenses on Page 1, 2, 3, & 4 also.